

SECRET

15 July 1954

25X1 [ ] PROCESS

25X1 The following random notes are respectfully offered as guidance to the next editor of [ ]

1. By the 15th of the month it is generally possible to select about 75 per cent of the sections which eventually must be revised. The initiative should come from the editor, followed by consultation with the divisions.

2. The next step is to give [ ] a list of these sections which are to be revised. Some of these do not concern OCI, since they will be taken from NIE's; the others will require OCI revision or rewriting of the standing text. Give [ ] a deadline of the 25th of the month. 25X1 25X1

3. So far as Graphics are concerned (see my Graphics memo for more details):

*when* a. If ~~you are~~ adopting some that are appearing in an NIE, ~~when you order copies for the NIE~~, order <sup>125</sup> 115 with the instruction: "Label Section III-C" and "Hold for 1 July revision of NID". Then when you send your covering memo to [ ] (see para. 8 below) remind him that he should include this map. 25X1

b. In making up a special map or chart, give Building 11 as much time as possible. The plates should go to Reproduction not later than the mats for the same revision.

c. Note that the map and chart numbering system is in the process of being simplified. The first map or chart of Korea used to be "Figure III-C-1"; the second one "Figure III-C-2". Now we label them all "Section III-C". If there are more than one to a section and you wish to have the users remove one, refer to it by the CIA map number in the lower left-hand corner.

4. When the OCI contributions arrive, they should be passed on to the appropriate ONE analyst. I have always urged the analyst to do anything he wishes with these. He is responsible for the sections dealing with his area and therefore he must do more than simply adding an estimative paragraph to the OCI text. The question as to whether he should clear with OCI his alterations to the contribution depends on his relations with the OCI man.

5. When the text comes back from the ONE analyst, it should be edited by the editor. It then goes to the Staff Chief for review. At one time we established the principle that the Division Chief would be the last person to see the text, but in practice, the Division Chief, if he sees the text at all, sees it before it goes to the editor.

6. If a section is an important one, the editor should advise the Staff Chief that a Board review is necessary. Generally this can be accomplished by one Board member [ ] has done a lot of this -- Montague reviews all Latin American pieces). In a very few cases, a section will be reviewed by the entire Board. However it should generally be possible to handle this as part of a Staff Memo; the estimative paragraphs for [ ] being included as a part of the memo.

7. The mats should go to [ ] on or about the 8th or earlier. He will get them to OCD on the fourth day thereafter; OCD, as a result of having received a copy of the covering memo to [ ] (see para. 8 below) will get the material out within two hours of receiving it. [ ] could give us one-day service, but it would mean the disruption of his schedules. Four days is par, and I am satisfied with that; [ ] doesn't warrant a higher priority.

8. Copies of the covering memo to [ ] are to be found in the files. Always give him the "I hope you can get this to OCD on the 10th" paragraph.

9. Send a copy of the [ ] memo to [ ] of OCD, giving him any information you want included in the covering memo he will send out to the users (see copies in the files).

10. By this time it is the 12th or 13th and you start all over again.

25X1 11. ONE controls the distribution list. When changes are to be made, we inform [ ] of OCD. This is the same method as is used for NIE's.

25X1 12. The [ ] copy is charged out to ONE; we receive his revisions and pouch them to him. [ ] of ORR handles [ ] in the same manner. 25X1

13. Requests for copies for Senior Representatives abroad are received from RQM/OIS, FI and are passed on to OCD. OCD sends the copies to RQM, who make the actual distribution. Most SR's receive only some portions of [ ] 25X1

14. Recently we made quite a large new distribution to the SR's and I am not sure just how many complete copies OCD has in its file. I believe the number is about 15. This means 95 are in the users' hands.

25X1 15. There are almost too many pages in the [ ] binder. Therefore, efforts should be made to keep each section within reasonable limits. Recently we cut out some marginal sections such as [ ] 25X1

16. *Scientific matter, unless they are the unexpurgated NIE text, must be cleared with OSI.*

17. *Pictures.*

[ ] 25X1